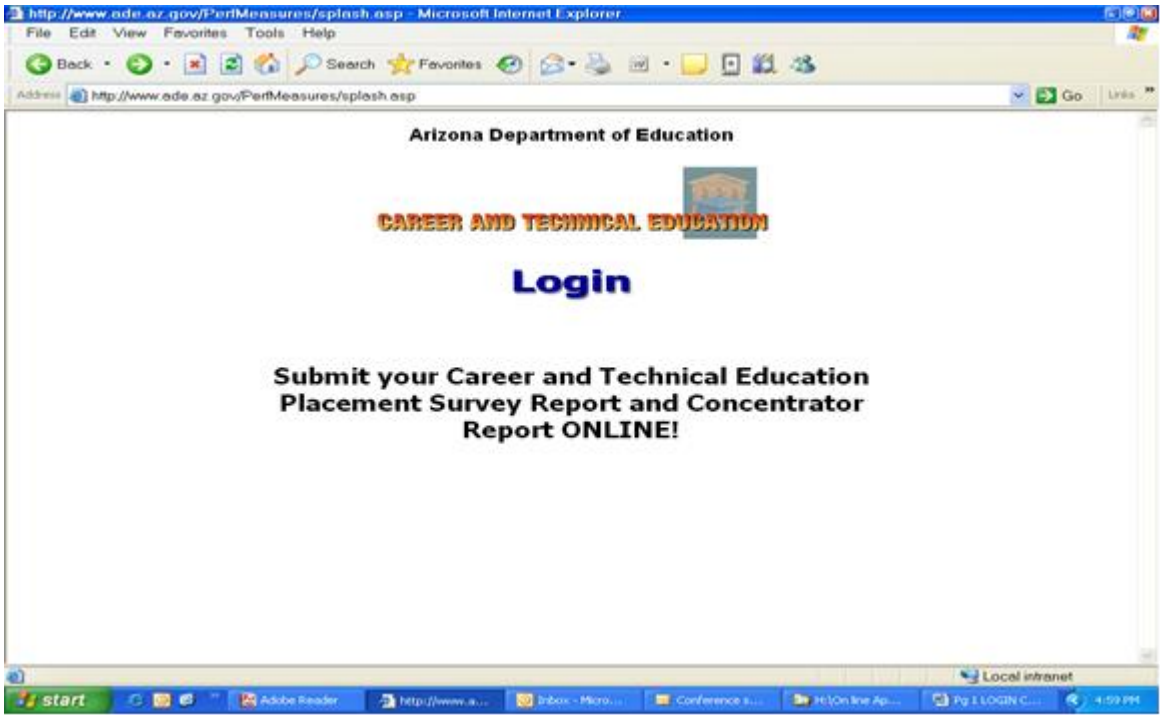
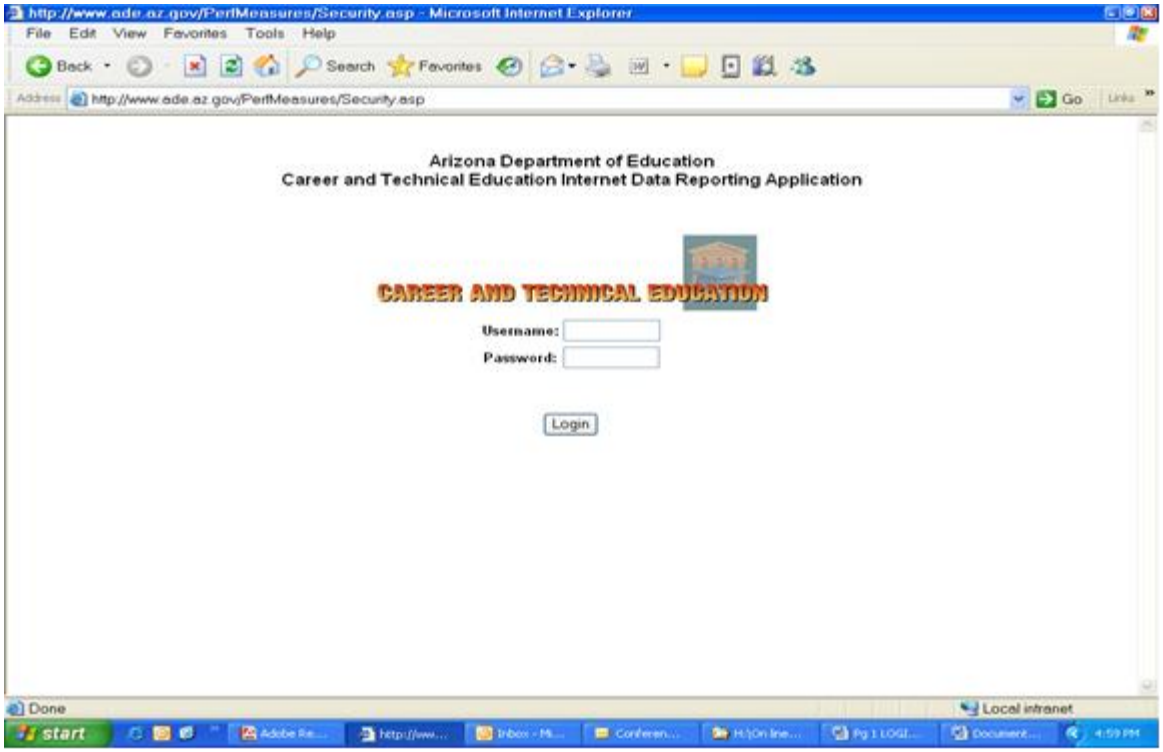
Arizona Career and Technical Education
Updating and Managing the 2015 Coherent Sequence

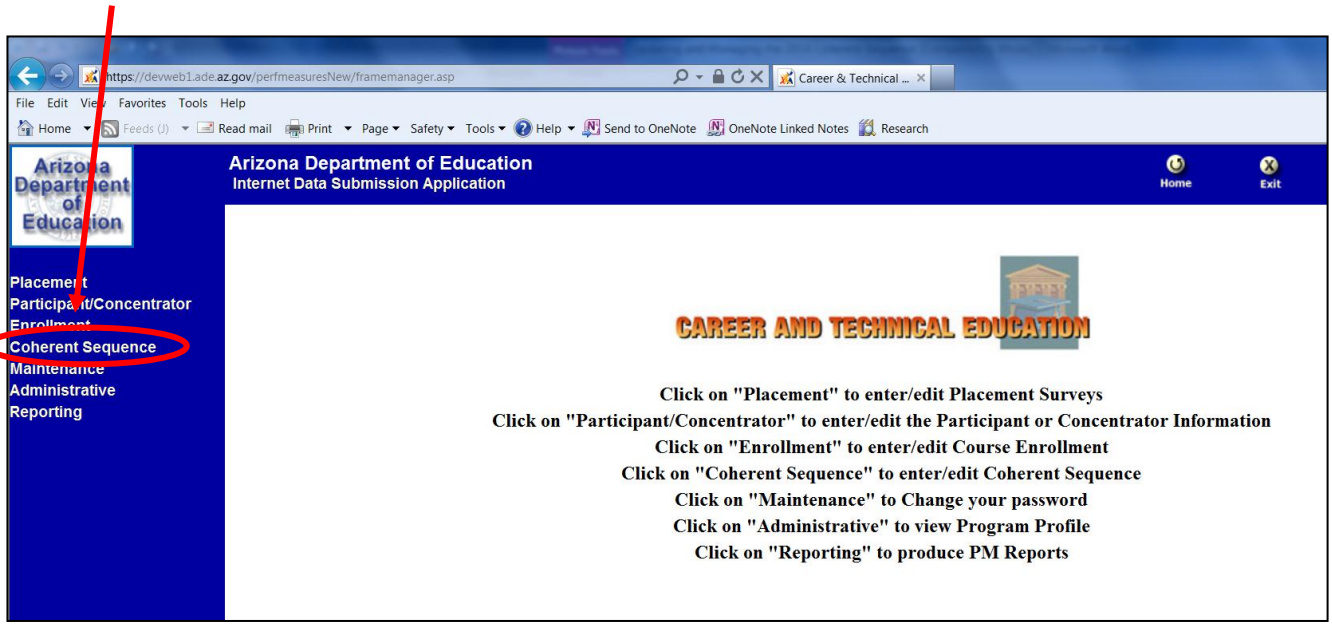
http://www.ade.az.gov/PerfMeasures/splash.asp



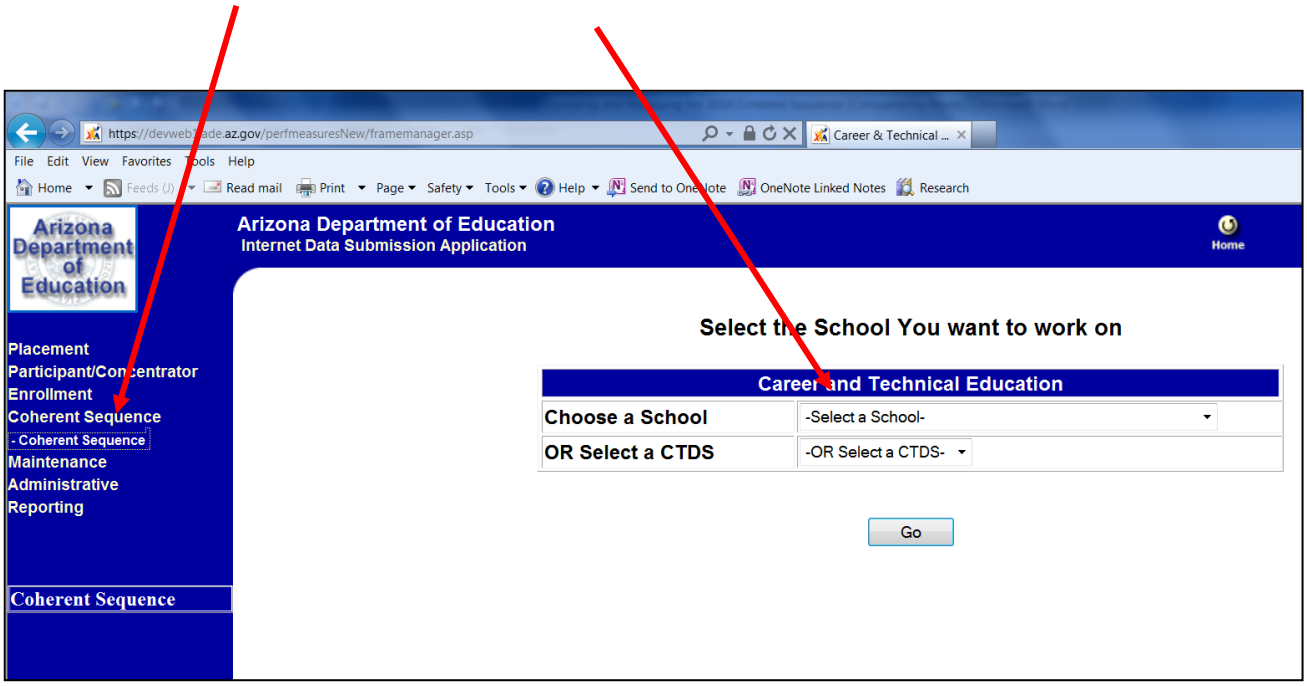
Login using Performance Measures On-Line System Username and Password



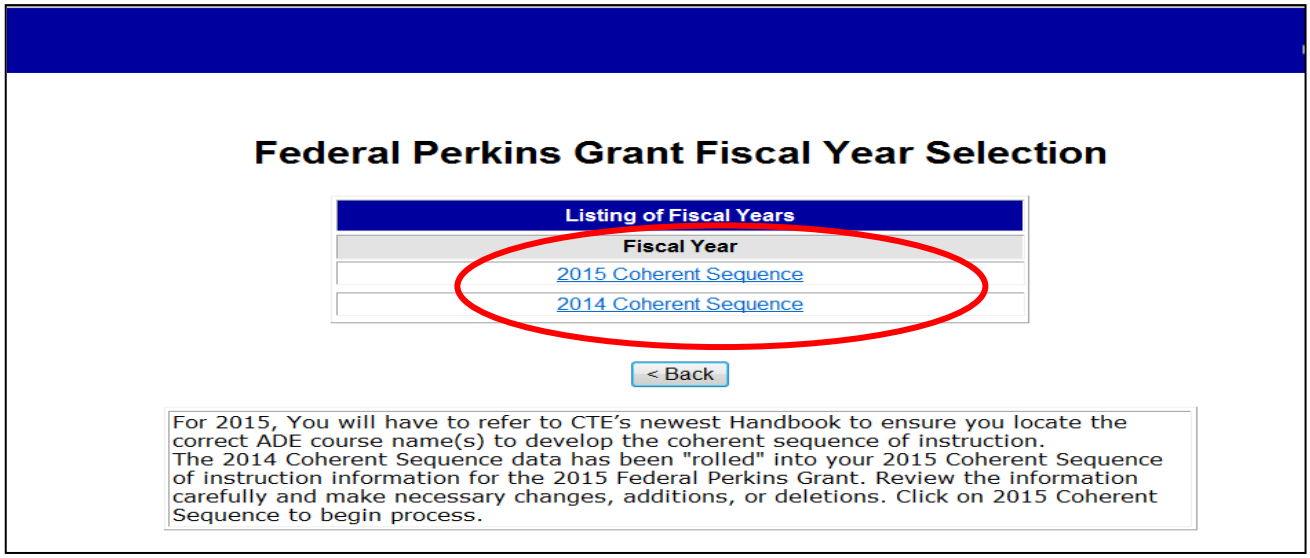
Click on Coherent Sequence



Click on Coherent Sequence and select school.



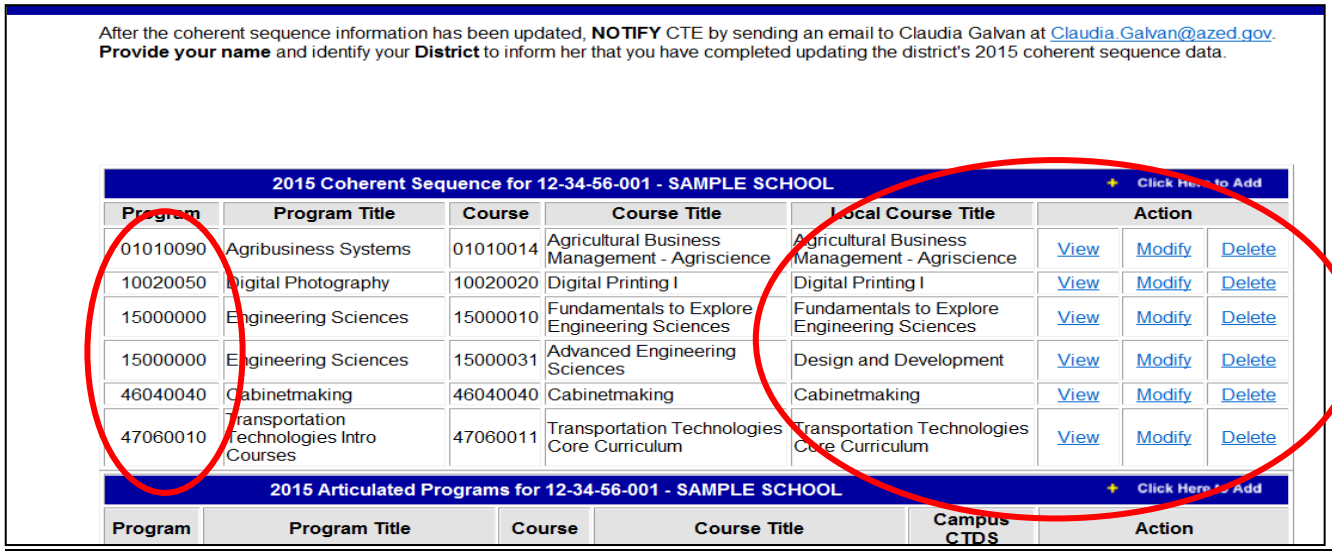
Select the 2015 Coherent Sequence for edits/updates.



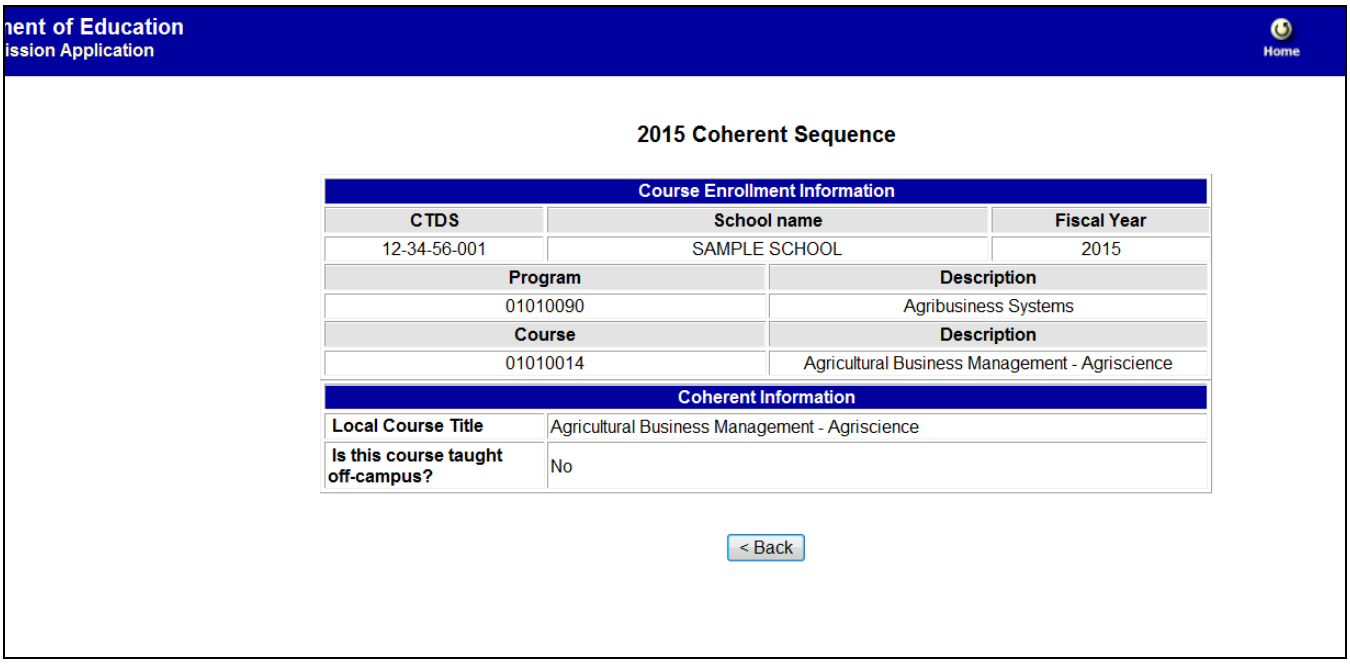
Complete instructions are included on the website.

The 2014 Coherent Sequence data has been "rolled" into your 2015 Coherent Sequence of instruction information for the 2015 Federal Perkins Grant.

Local course titles have also been loaded into the sequence where possible. Review the sequence for each school. To take an action on a record you must click on one of four functions – <u>view, modify, delete or add.</u>

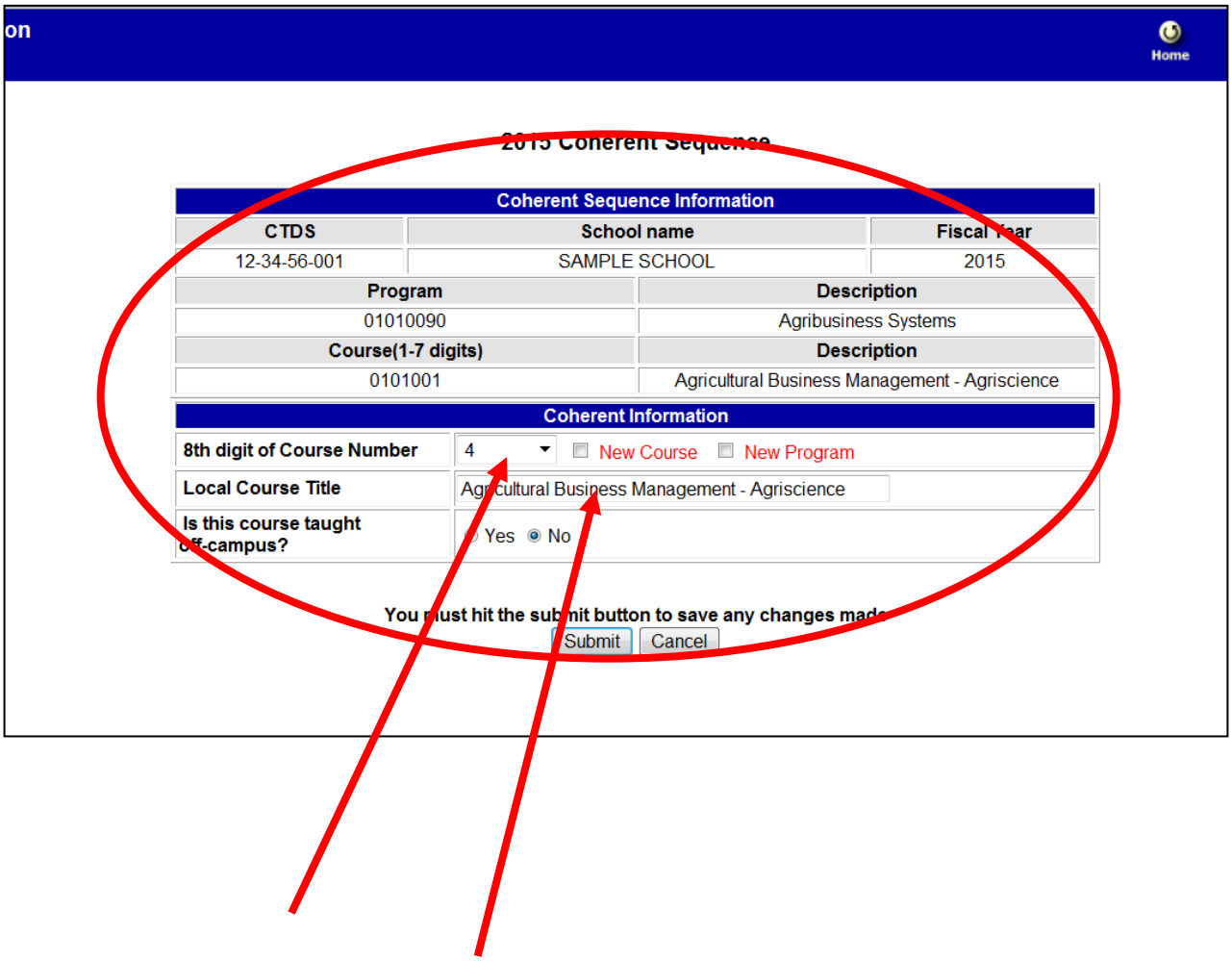


View: **The following slide displays a record in the view mode.**



This screen allows you to view a record. Click on view and see what information you have for the course. If there are changes to be made to the coherent sequence information, click on "back" and you will return to the coherent sequence form screen.

Modify: **If any modifications need to be made to the course (i.e. Local Title, where course is taught), click on Modify for that course.**

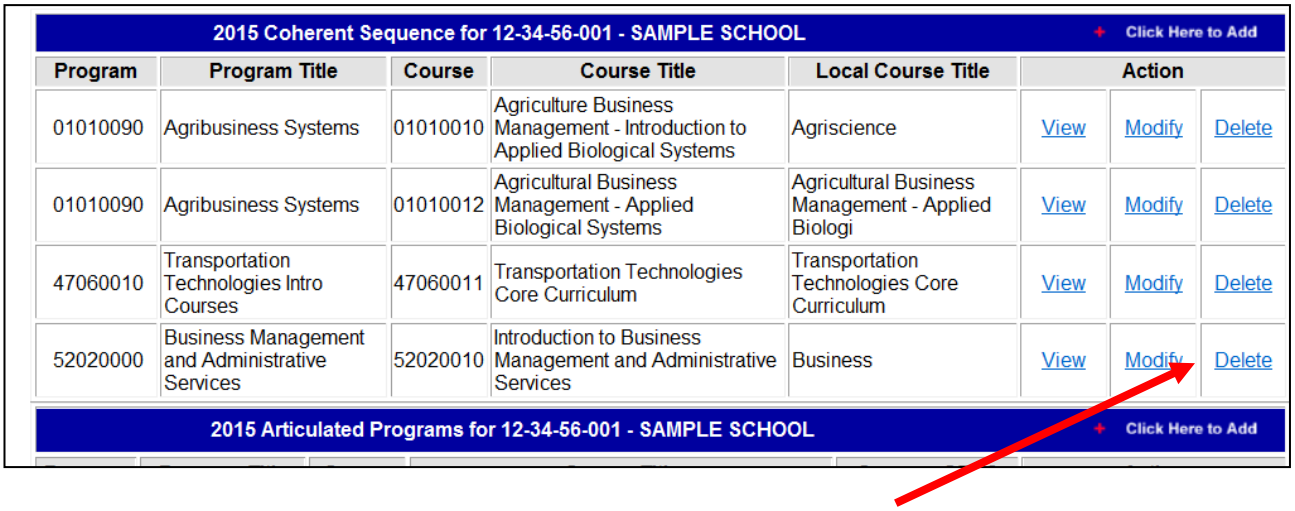


This mode allows you to make changes to the Coherent Sequence Information section only. You are allowed to enter the 8th digit of your course and provide the district's local course title. If you leave the local course title blank and you submit the record, the local course title will default to the CTE Course title.

1. **Enter the 8th digit (see note below)**
2. **Enter the local course title (if you have one different from ADE course title)**
3. **When finished making the changes, click on Submit**
4. **If no errors are detected you will see the message "There were no errors saving this record." Click on Finish to return to the report screen.**

NOTE: On some Course CIP Codes, the 8th digit cannot be changed (i.e.: .75 for internships or Ag .10, .12, .14). For programs that have a course sequence with a Fundamentals class ending in a 0 (such as Auto Tech I 47.0600.20) and an Advanced class ending in a 5 (such as Auto Tech II 47.0600.25), the 8th digit on the Fundamentals class can be 0, 1, 2, 3, or 4 and the 8th digit on the Advanced class can be 5, 6, 7, 8, or 9.

<u>Delete:</u> If you decide that the program/course is no longer part of your coherent sequence you may use this function to delete it from your coherent sequence.



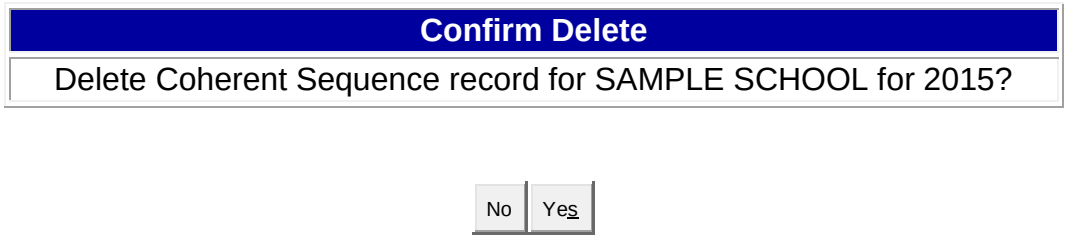
2015 Coherent Sequence for 12-34-56-001 - SAMPLE SCHOOL — Click Here to Add

Program	Program Title	Course	Course Title	Local Course Title	Action		
01010090	Agribusiness Systems	01010010	Agriculture Business Management - Introduction to Applied Biological Systems	Agriscience	View	Modify	Delete
01010090	Agribusiness Systems	01010012	Agricultural Business Management - Applied Biological Systems	Agricultural Business Management - Applied Biologi	View	Modify	Delete
47060010	Transportation Technologies Intro Courses	47060011	Transportation Technologies Core Curriculum	Transportation Technologies Core Curriculum	View	Modify	Delete
52020000	Business Management and Administrative Services	52020010	Introduction to Business Management and Administrative Services	Business	View	Modify	Delete

2015 Articulated Programs for 12-34-56-001 - SAMPLE SCHOOL — Click Here to Add

The following slide displays a record in delete mode:

Delete Confirmation



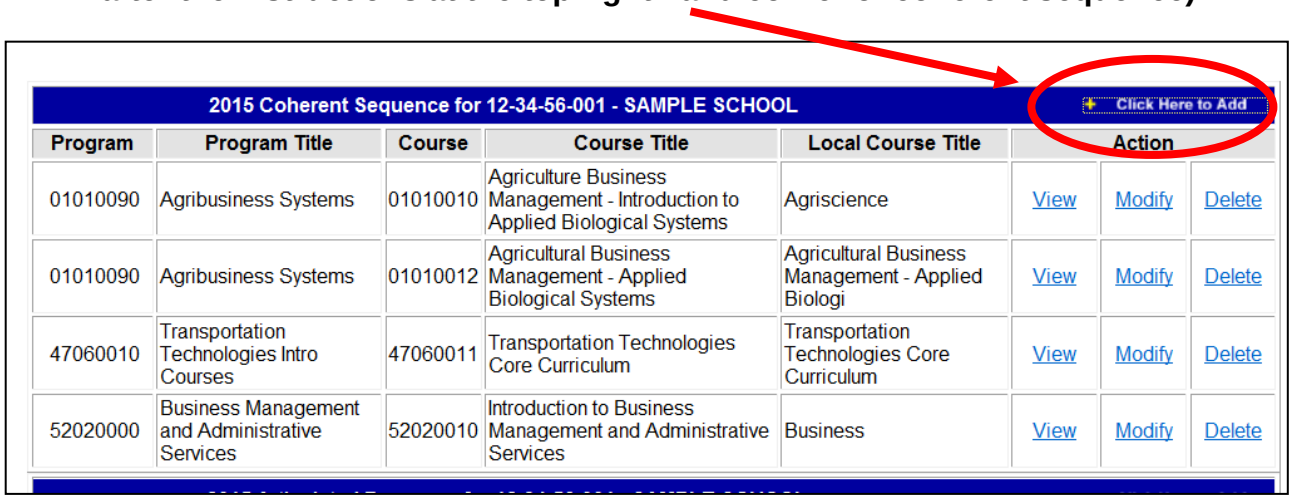
Confirm Delete

Delete Coherent Sequence record for SAMPLE SCHOOL for 2015?

No | Yes

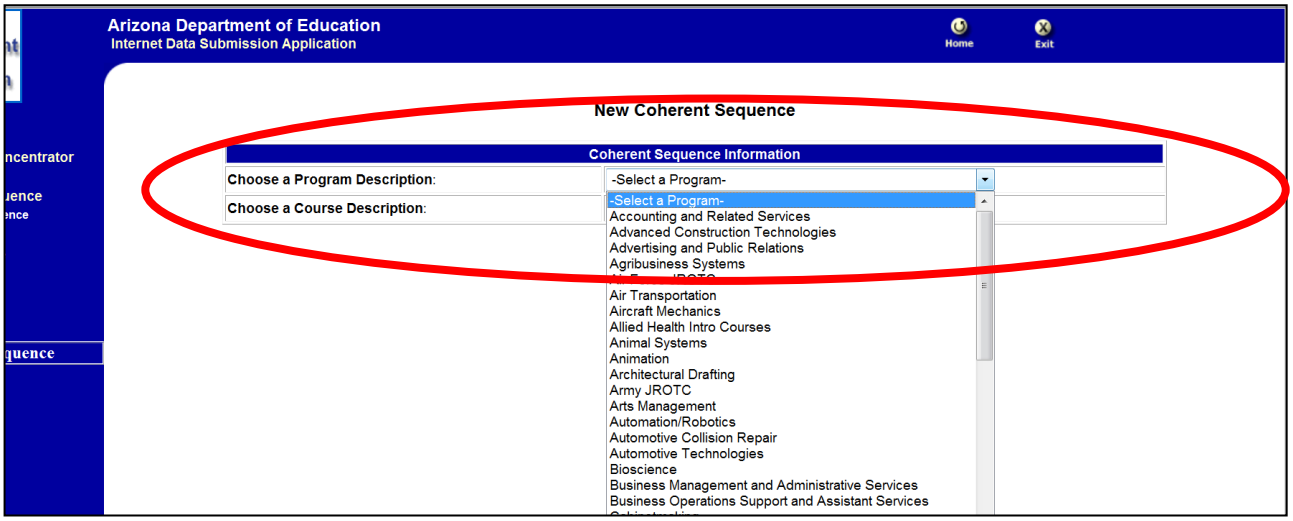
1. **To delete a record, select the record and click on delete.**
2. **Answer yes or no. 'Yes' will delete the record. 'No' will return you to the coherent sequence screen.**
3. **By clicking on 'Yes' the message "There are no errors saving this record," will pop up. Click on 'Finish'.**
4. **This will take you back to the coherent sequence screen.**

1. **<u>Adding a new course/program:</u> Click on the "+ Click Here to Add" (located after the instructions at the top right hand corner of coherent sequence).**

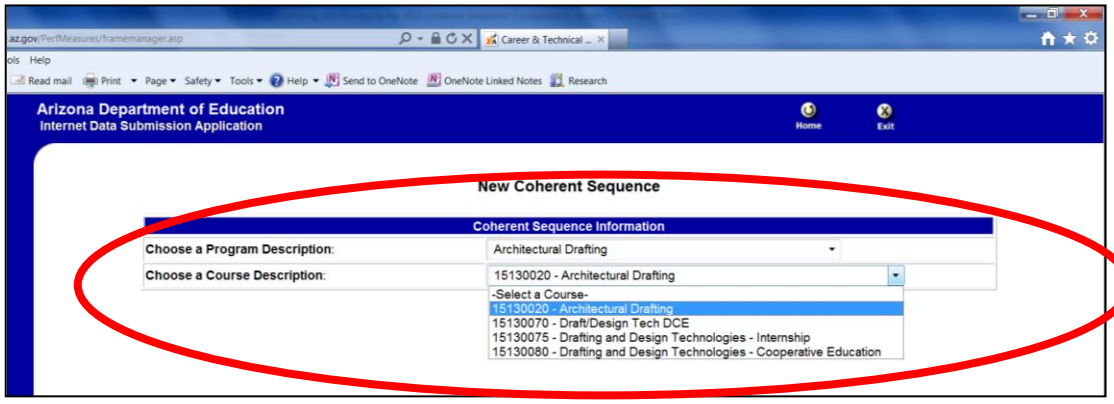


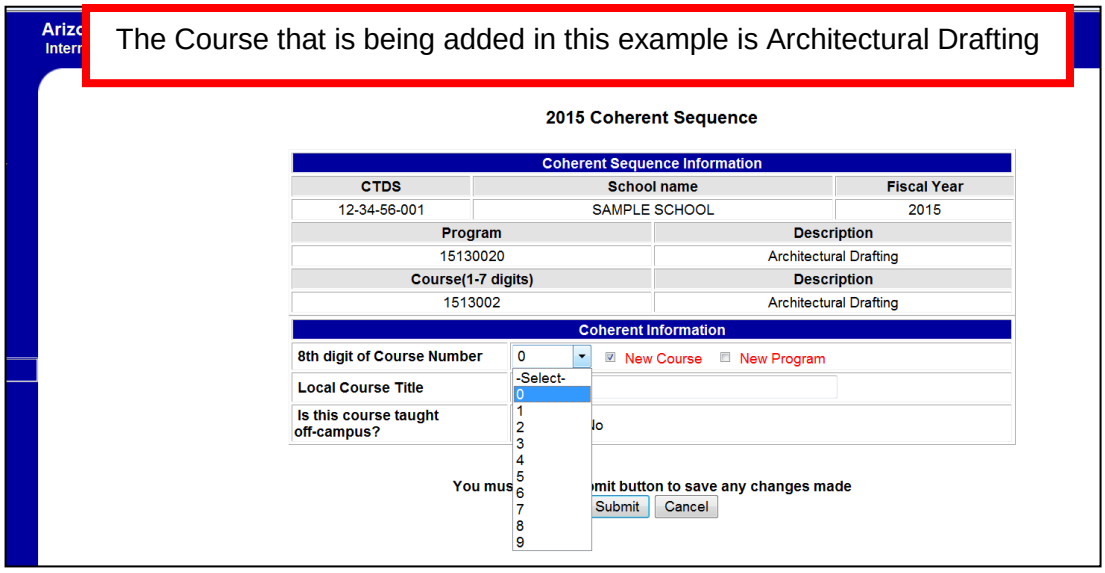
Program	Program Title	Course	Course Title	Local Course Title	Action		
01010090	Agribusiness Systems	01010010	Agriculture Business Management - Introduction to Applied Biological Systems	Agriscience	View	Modify	Delete
01010090	Agribusiness Systems	01010012	Agricultural Business Management - Applied Biological Systems	Agricultural Business Management - Applied Biologi	View	Modify	Delete
47060010	Transportation Technologies Intro Courses	47060011	Transportation Technologies Core Curriculum	Transportation Technologies Core Curriculum	View	Modify	Delete
52020000	Business Management and Administrative Services	52020010	Introduction to Business Management and Administrative Services	Business	View	Modify	Delete

2. **Select "Choose a Program Description" first using the 2014-2015 CTE Program Codes and Titles as a guide.**



3. **Then select "Choose a Course Description". The only options for courses will be those that are part of the approved sequence for that program.**

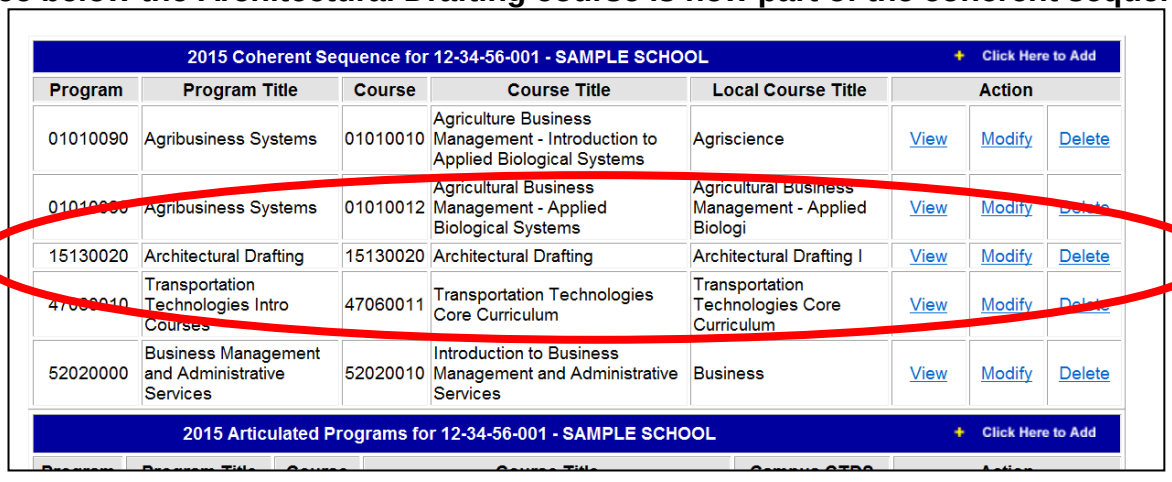




4. **For the 8th digit of the course number you will use the drop down arrow. Refer back to page 5 for specific 8th digit instructions in the "Note" box.**
5. **Check the "New Course" box if it is a new course added to an existing program/sequence.**
6. **Check the "New Program" box if it is a new program. When "New Program" is checked, "New Course" automatically fills.**
7. **Insert local course title. If you do not insert a local course title when you submit the new record the local course title will automatically default to CTE course title.**
8. **Click on submit when completed.**
9. **The message "There are no errors saving this record," will pop up. Click on 'Finish'.**
10. **This will take you back to the coherent sequence form screen.**

NOTE: THE QUESTION - "Is this course taught off campus?" is for the purpose of capturing information that identifies districts that have courses taught at another location. This automatically defaults to "No".

See below the Architectural Drafting course is now part of the coherent sequence.



2015 Coherent Sequence for 12-34-56-001 - SAMPLE SCHOOL — Click Here to Add

Program	Program Title	Course	Course Title	Local Course Title	Action		
01010090	Agribusiness Systems	01010010	Agriculture Business Management - Introduction to Applied Biological Systems	Agriscience	View	Modify	Delete
01010090	Agribusiness Systems	01010012	Agricultural Business Management - Applied Biological Systems	Agricultural Business Management - Applied Biologi	View	Modify	Delete
15130020	Architectural Drafting	15130020	Architectural Drafting	Architectural Drafting I	View	Modify	Delete
47060010	Transportation Technologies Intro Courses	47060011	Transportation Technologies Core Curriculum	Transportation Technologies Core Curriculum	View	Modify	Delete
52020000	Business Management and Administrative Services	52020010	Introduction to Business Management and Administrative Services	Business	View	Modify	Delete

2015 Articulated Programs for 12-34-56-001 - SAMPLE SCHOOL — Click Here to Add

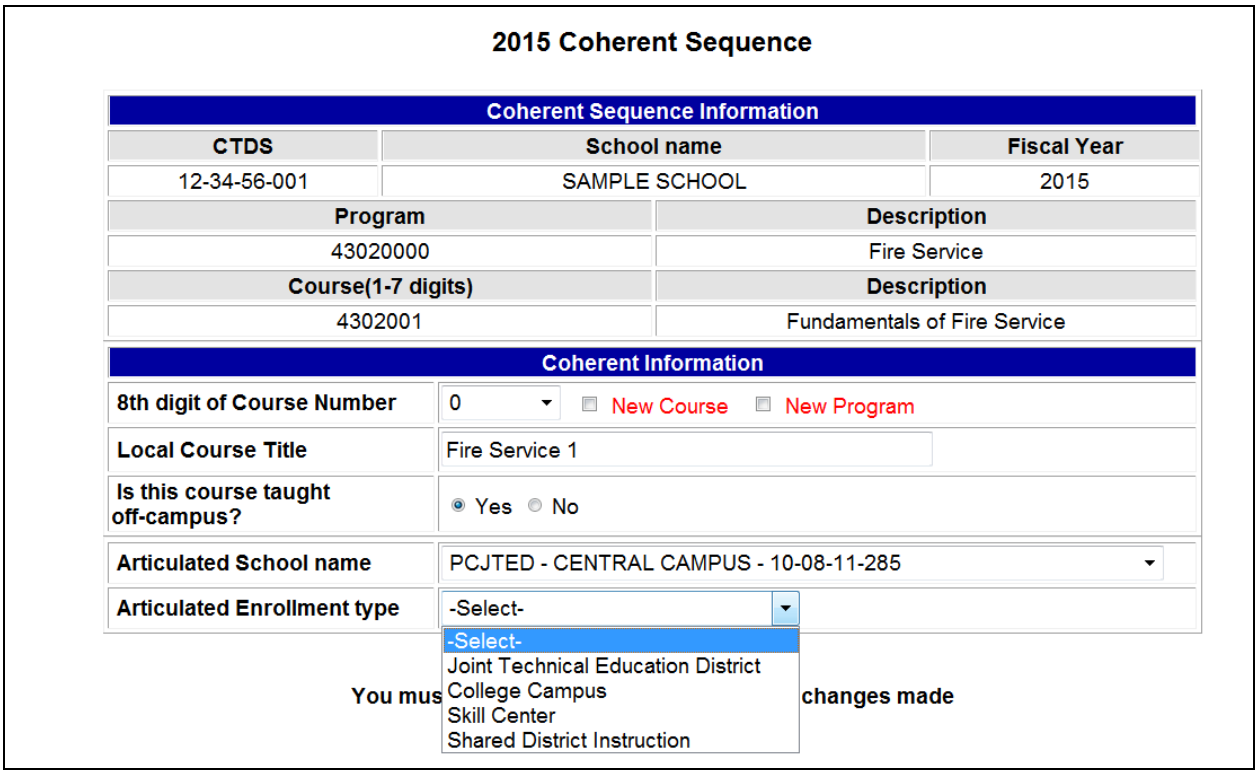
NOTE: For those programs which share an Introductory Course, the course will be added separately by selecting the Introductory Course Area Name from the Course Description drop down box. This will include the following:

Introductory Course Area Number	Introductory Course Area Name
10020010	Comm Media Technology Intro Courses
15120010	Information Technology Intro Courses
15130010	Drafting and Design Tech Intro Courses
46030010	Electrical and Power Transmission Tech Intro Courses
46040010	Construction Technologies Intro Courses
47060010	Transportation Technologies Intro Courses
48050010	Precision Manufacturing Intro Courses
51080010	Allied Health Intro Courses
52180010	Marketing Management and Entrepreneurship Intro Courses
52190010	Design and Merchandising Intro Courses

Reminders

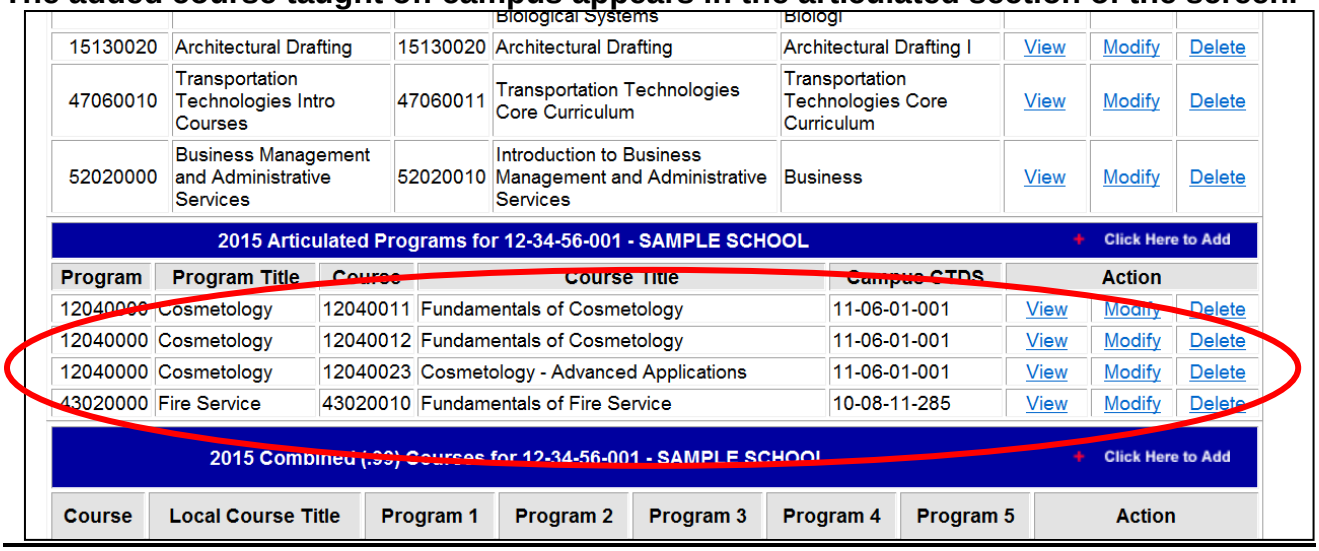
- **Add all appropriate courses to any existing program.**
- **Add all courses that will be taught in a completely new program. This information will notify the program specialists that you are implementing a new CTE program.**

Add a course that is taught off-campus: Follow the "add a new course" instructions.



1. **If a course is taught at another location (off-campus), answer "yes" to the questions "Is this course taught off campus?"**
2. **The "Yes" button will pop up two additional fields.**
3. **For Articulated School Name, select the location from the drop down menu box indicating where students receive instruction. (i.e. PCJTED-Central Campus). If a school does not appear in the drop down menu box, contact Donna Kerwin at donna.kerwin@azed.gov or 602-542-7881.**
4. **Identify Articulated Enrollment Type. Use *CTE Handbook*** http://www.azed.gov/career-technical-education/cte-administrators-online-handbook/ **as a guide. (I.e. JTED, College Campus)**
5. **Click on Submit and Finish to save the record.**
6. **This will take you back to the coherent sequence form screen**

The added course taught off campus appears in the articulated section of the screen.



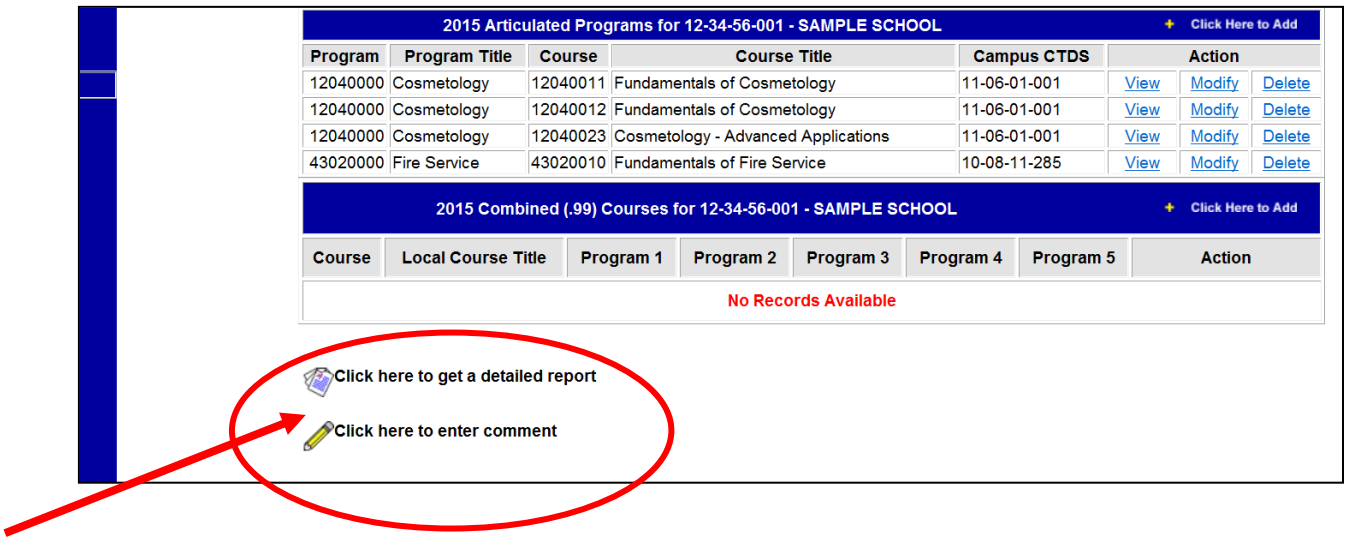
			Biological Systems	Biologi			
15130020	Architectural Drafting	15130020	Architectural Drafting	Architectural Drafting I	View	Modify	Delete
47060010	Transportation Technologies Intro Courses	47060011	Transportation Technologies Core Curriculum	Transportation Technologies Core Curriculum	View	Modify	Delete
52020000	Business Management and Administrative Services	52020010	Introduction to Business Management and Administrative Services	Business	View	Modify	Delete

2015 Articulated Programs for 12-34-56-001 - SAMPLE SCHOOL + Click Here to Add

Program	Program Title	Course	Course Title	Campus CTDS	Action		
12040000	Cosmetology	12040011	Fundamentals of Cosmetology	11-06-01-001	View	Modify	Delete
12040000	Cosmetology	12040012	Fundamentals of Cosmetology	11-06-01-001	View	Modify	Delete
12040000	Cosmetology	12040023	Cosmetology - Advanced Applications	11-06-01-001	View	Modify	Delete
43020000	Fire Service	43020010	Fundamentals of Fire Service	10-08-11-285	View	Modify	Delete

2015 Combined (-33) Courses for 12-34-56-001 - SAMPLE SCHOOL + Click Here to Add

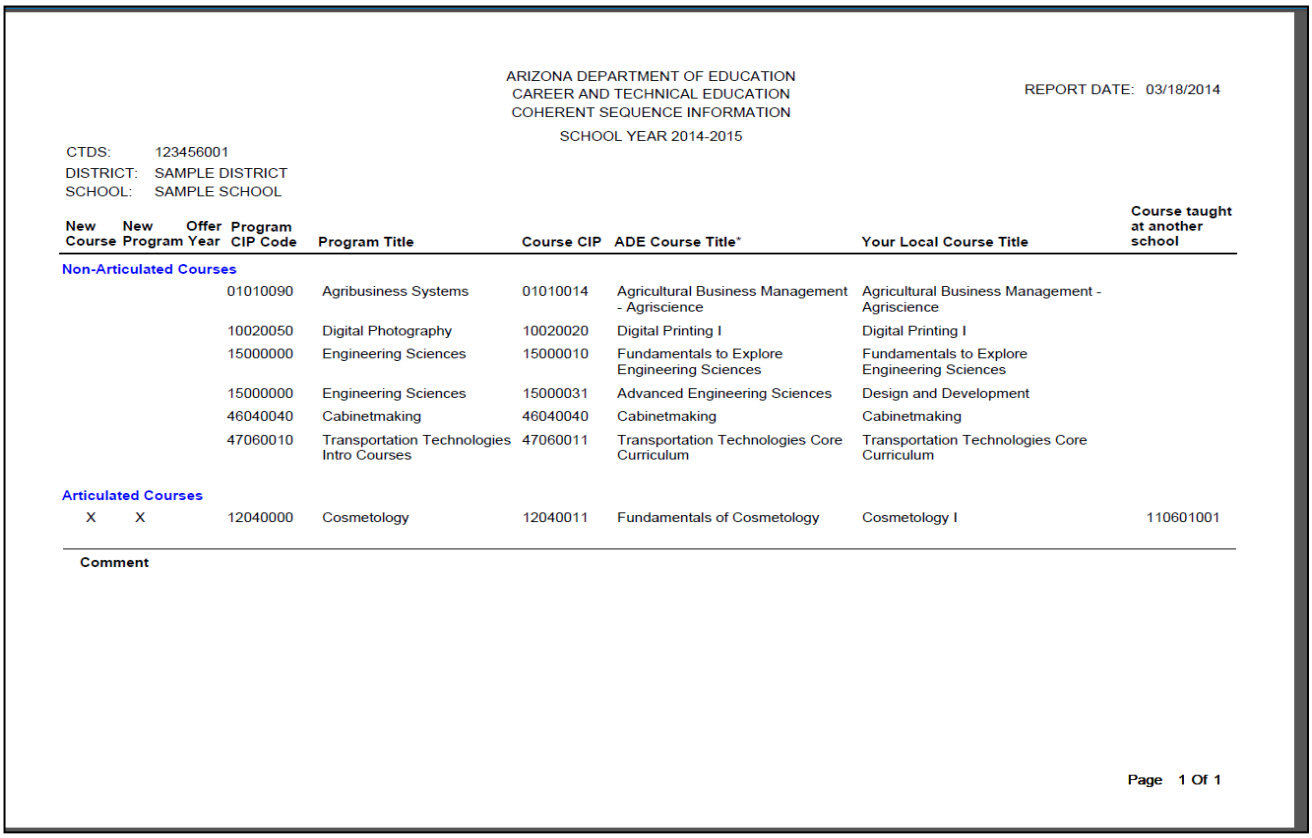
Course	Local Course Title	Program 1	Program 2	Program 3	Program 4	Program 5	Action



Comments: To use the comment section, click on the pencil icon and follow the instructions. Insert any comments you may want to relay to ADE about your coherent sequence.

Reports: A report is printed by clicking on the icon at the bottom of the page. See Sample Report on next page.

SAMPLE REPORT: This report shows New Program (X), New Courses (X), Articulated courses (taught off campus with CTDS of other school) and Combined courses with each of the program CIP codes.



ARIZONA DEPARTMENT OF EDUCATION
CAREER AND TECHNICAL EDUCATION
COHERENT SEQUENCE INFORMATION
SCHOOL YEAR 2014-2015

REPORT DATE: 03/18/2014

CTDS: 123456001
DISTRICT: SAMPLE DISTRICT
SCHOOL: SAMPLE SCHOOL

New Course	New Program	Offer Year	Program CIP Code	Program Title	Course CIP	ADE Course Title*	Your Local Course Title	Course taught at another school
Non-Articulated Courses								
			01010090	Agribusiness Systems	01010014	Agricultural Business Management - Agriscience	Agricultural Business Management - Agriscience	
			10020050	Digital Photography	10020020	Digital Printing I	Digital Printing I	
			15000000	Engineering Sciences	15000010	Fundamentals to Explore Engineering Sciences	Fundamentals to Explore Engineering Sciences	
			15000000	Engineering Sciences	15000031	Advanced Engineering Sciences	Design and Development	
			46040040	Cabinetmaking	46040040	Cabinetmaking	Cabinetmaking	
			47060010	Transportation Technologies Intro Courses	47060011	Transportation Technologies Core Curriculum	Transportation Technologies Core Curriculum	
Articulated Courses								
X	X		12040000	Cosmetology	12040011	Fundamentals of Cosmetology	Cosmetology I	110601001

Comment

Page 1 Of 1

After the coherent sequence information has been updated, **NOTIFY** CTE by sending an email to Claudia Galvan at Claudia.Galvan@azed.gov. Identify your **District and provide your Name** to inform her that you have completed updating the district's 2015 coherent sequence data.

Important Notes

- **Coherent sequence should include all course CIP codes that will be reported on 40th and 100th day enrollment.**
- **Coherent sequence should reflect the complete program sequence that will be offered at each site.**
- **Coherent sequence can be modified any time during the reporting year to identify changes in course offerings. Notify ADE of changes.**